



Superior Court of California, County of Butte
One Court Street, Oroville, Ca 95965
Phone: (530) 532-7013, Fax: (530) 538-8567
www.buttecourt.ca.gov

The Superior Court of California, County of Butte invites applications for the following position:

COURT OPERATIONS MANAGER
(This is an internal, promotional recruitment)

Salary: \$5,280 to \$6,418 (Excluded from longevity pay)
Filing Period: April 26, 2010 to May 14, 2010
Application Deadline: Friday, May 14, 2010

POSITION OVERVIEW

Under limited direction, the incumbent in this “at-will”, confidential management level position works closely with the judges and Executive Court Management, in managing one or more significant areas of non-judicial daily court operations. Incumbent will plan, supervise, train, and direct assigned supervisory staff and monitor the non-judicial operations at one or more courthouse facilities of Butte County Superior Court; and perform other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are typical of those performed by the incumbent in this classification; However, other duties may also be required.

- Manages the daily non-judicial operations at one or more court locations or divisions.
- Consistently demonstrates strong leadership skill and team building abilities.
- Communicates effectively with internal court staff, and staff of other agencies, regarding court processes and procedures, and complex or difficult situations.
- Develops new policies and procedures to create more efficient and effective processes and in response to legislative changes impacting the court.
- Prepares and maintains procedures manuals and program protocols.
- Effectively interprets court policies and procedures to staff and the public.
- Conducts detailed analysis and prepares statistical reports, various reports and studies related to staff, work flow, case flow, and court operations performance.
- Assists with monitoring division/facility resource needs; projects future needs; recommends staffing, service, supplies, and systems.
- Ensures employee compliance with performance standards. Plans, assigns, schedules, evaluates, trains, and directs the work of subordinate supervisory and clerical staff.
- Conducts employment interviews and makes recommendations to the Court Executive Officer on the hiring of new court personnel.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office

POSITION QUALIFICATIONS

Any combination of education & experience that would provide the required knowledge & abilities is qualifying. A typical way to obtain these requirements would be:

- Four years of progressively responsible experience in a trial court of general jurisdiction or other justice agency with at least 2 years in a supervisory capacity and possession of a Bachelor's degree from an accredited college or university in court administration, public or business administration, criminal justice or a closely related field. Additional supervisory or management experience in excess of four years may be substituted for the required education on a year for year basis. **A Certificate as a Fellow of the Institute for Court Management may also be substituted for one year of experience and/or education.**

OR

- Four years of progressively responsible professional experience in a management or supervisory capacity in a large or complex organization, plus
- Bachelor of Arts degree from an accredited college or university, preferably with a major in business or public administration.

Pre-Employment Policies and Other Requirements: All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States in accordance with the immigration & Naturalization Control Act of 1986; passing a pre-employment medical review/examination, including alcohol & drug screening; background & reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). May be required to possess or obtain by appointment date a valid California operator's license issued by the State Department of Motor Vehicles.

SALARY & BENEFITS PACKAGE

Salary: Salary range consists of 5 steps with approximately a 5% difference between each step. Incumbents advance through steps based upon merit and performance.

Benefits:

- Sick Leave - 12 days annually
- Vacation - begins with 2 weeks/year & increases with longevity; plus a special annual vacation entitlement
- 13 Paid Holidays
- Membership in (CalPERS) Retirement System (**Court contributes 7% of salary for employee's share**)
Employees are vested after 5 years of F/T service and may retire at age 55 with a 2% benefit.
- Choice of 3 PERS Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance provided by the Court (\$25,000); employees can purchase additional voluntary coverage
- ICMA Deferred Compensation 457 Plan available
- Employee Assistance Program

APPLICATION AND SELECTION PROCEDURES

An application packet may be obtained by visiting the court's website at www.buttetourt.ca.gov or contacting the Superior Court's, Court Administrative Office, One Court Street, Oroville, CA 95965; 530-532-7013. **Applicants must submit an original, signed Superior Court Application to the Superior Court Human Resources Office by the final filing date at the above address.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-538-8567 and must be followed by the original application postmarked no later than the final filing date and received within (7) days of the final filing date.

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application will go through a screening process & only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, & in some instances, it may be the only criteria utilized in developing the list of candidates. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including P/T and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements. Applicants must meet all of the qualifications for the classification by the final filing date.

Employment Eligibility

It is the Court's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States.

Policy of Nondiscrimination

The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of Butte County. Reasonable accommodation may be made in the testing procedure as well as the work site. Superior Court of California, County of Butte does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance.

